

DESCRIPTION OF SERVICES

The Treasurer is responsible for the collection of all licenses, fees, and taxes rendered by the County and all State Fiduciary Income and State Estimated Income Taxes; as well as the proper accounting of all receipts, investing idle cash balances, maintaining all bank accounts used by the County and the School Board, and assisting in debt service administration. The State of Virginia and the City of Williamsburg share in the cost of the operation of this department.

BUDGET SUMMARY

	FY 02 Budget	FY 03 Adopted	FY 04 Adopted
Personnel	\$ 509,035	\$ 605,705	\$ 627,475
Operating	224,745	216,502	228,543
Capital	27,400	15,525	45,755
Received from Williamsburg	(4,000)	(4,000)	(4,000)
Total	\$ 757,180	\$ 833,732	\$ 897,773

PERSONNEL

Full-time Personnel	12	13	13
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WORKLOAD INDICATORS

	FY 02 Adopted	FY 03 Adopted	FY 04 Adopted
No. of Real Estate Parcels Billed to Individuals	16,649	17,481	18,355
No. of Real Estate Parcels Maintained for Mortgage Companies	10,562	11,090	11,645
No. of Real Estate Tax Bills Sent (twice a year billing)	52,322	54,938	57,685
No. of Items of Personal Property Billed	65,331	68,598	72,028
No. of Personal Property Bills Sent (twice a year billing)	118,077	123,981	130,180
No. of Delinquent Notices Sent During Year	18,726	19,662	20,645
Decals Issued	65,419	68,690	72,125
No. of Debts in Debt - Set Off	23,465	24,639	25,871
No. of State Income Tax Memoranda Processed	4,184	4,393	4,613
No. of Estimated State Income Tax Returns Maintained	2,990	3,140	3,297
No. of Estimated State Income Tax Payments Processed	9,710	10,248	10,760
No. of Local Businesses Which Business License Is Collected	4,184	4,393	4,613

WORKLOAD INDICATORS, Continued

	FY 02 Adopted	FY 03 Adopted	FY 04 Adopted
No. of Exonerations Processed	17,938	18,835	18,835
No. of Refunds Paid	4,964	5,213	5,213

BUDGET COMMENTS

This budget reflects the inclusion of a new position, Business Tax Field Representative, who will focus on local business delinquent taxes. The Treasurer has projected that this position will collect an additional \$275,000 in delinquent business personal property, sales, meals, BPOL, and room taxes in FY 2003 and \$350,000 in FY 2004. The State Compensation Board is expected to contribute \$156,286 towards the cost of this office.

MEMONet County Funding:

	FY 02 Adopted	FY 03 Adopted	FY 04 Adopted
Total Budget	\$ 761,180	\$ 837,732	\$ 901,773
State/Other Revenue	(159,820)	(160,286)	(160,286)
Net County Funding	\$ <u>601,360</u>	\$ <u>677,446</u>	\$ <u>741,487</u>